



Converting Lists of Short Loan Material to Course Reading Lists in Moodle – For Lecturers

The Library and Information Service is converting all lists of short loan material to Course Reading Lists in Moodle, easily accessible to your students. Course Reading Lists enable you to build and manage your reading lists directly from within Moodle. Use Course Reading Lists to quickly and easily add diverse resource types, including the Library's print and electronic material, as well as class notes and resources from the web to your lists.

This guide provides you with the simple steps to follow to help us convert the lists of short loan material to Course Reading Lists in Moodle.

STEP 1: Collect & Send course information

1. Log into Moodle. Within your current year's course, access **Settings**:



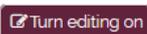
2. Copy the **Course full name** and unique **Course ID number** and e-mail it to the Library.

Course full name	<input type="text" value="Opvoedkundige Sielkunde - Educational Psychology - 764"/>
Course ID number	<input type="text" value="219037642020"/>

3. The Library links your list of Short Loan material to your course in Moodle and sends you a confirmation e-mail.

STEP 2: Activate the reading list tool

1. Once you have received the confirmation e-mail, log into Moodle again. Within your current year's course, turn **edit** mode on:



2. **Add an activity or resource:** Add an activity or resource

3. Select **Reading List**:



4. Enter an **Activity name** e.g. *Reading list* and **Save and return to course**. When you click the activated reading list link, your list of Short Loan material should display.

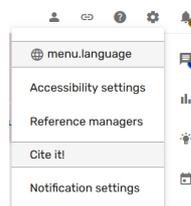
STEP 3: Add to your reading list - OPTIONAL

You can enrich your reading list with additional Library print and electronic material as well as class notes and resources from the web. The Library will put any print material you add to your reading list on Short Loans for your students.

Add additional resources using

[+ Add](#)

or **Cite It!**



STEP 4: My reading list is ready

Once you are finished compiling your list of items, click:

[My list is ready](#)

The list is now published and accessible to your students, so too are the items with a **Complete** status. The Library will process the items with a **Library processing** status and set their status to Complete also.